



# City of Kingman, Arizona

**Classification:** Sports Official (Part Time)  
**Department:** Recreation  
**Accountable To:** Recreation Coordinator or Recreation Superintendent  
**Created/Revised Date:** September 2015  
**FLSA Status:** Non-Exempt **Salary Grade:** Part Time **Band:** A **EEO4:** 8

## GENERAL DESCRIPTION OF POSITION:

Responsible for enforcing playing rules and sports policies with participants and spectators. Works directly with the public and is responsible for contributing to a fun and safe environment for friendly competition.

## DISTINGUISHING CHARACTERISTICS:

Part-time, seasonal position officiating adult and youth sport programs. The Sports Official is a broad classification and encompasses various assignments with department flexibility to assign employees to sub-classifications. The formal, reported classification title for employees will be Sports Official; however, employees will be assigned to sub-classification titles within the Sports Official classification depending upon assignment. With the assignment to a sub-classification(s), corresponding placement to pay assignment(s) will be determined based on duties to be performed and the meeting of wage qualifiers.

Sub-Classification	Level 1	Level 2	Level 3
Referee – Basketball (Adult)	See Current Recreation PT Salary Scale		
Referee – Kickball			
Referee – Volleyball			
Referee – Basketball (Youth)			
Scorekeeper			

### Wage Qualifiers:

**Level 1:** Beginner, still learning rules, basic court mechanics, needs training and/or strong partner.

**Level 2:** Basic rules knowledge, good mechanics, can handle game control. Can qualify to an employee with a minimum of 2 years experience and based on attendance and performance. High School Certification preferred.

**Level 3:** Complete rules knowledge, excellent mechanics, ability to train and control game; and/or High School Certified for example, AIA, CIF, etc. Can qualify to an employee with 3 or more years experience and based on attendance and performance.

Department will track sub-classifications and will document on Personnel Action Form. Department will provide appropriate notations in the remarks section of the Personnel Action Form in order to affect appropriate payment of wages for each assigned sub-classification and will also ensure time worked in the sub-classification(s) is appropriately recorded on the employee's timesheet.

## SUPERVISION RECEIVED:

Works under the direct supervision of the Recreation Coordinator or Recreation Superintendent and general supervision of the Parks & Recreation Director.

## SUPERVISION EXERCISED:

At times will be responsible for supervision and security of facility and participants of sports programs.

Sports Official - PT

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Provide quality officiating during adult or youth sports contests.
- Read and understand local rules as well as national rules of the sports or programs that are being officiated.
- Work at scheduled times and in appropriate attire.
- Develop a positive relationship with the participants and educate when necessary.
- Enforces site rules.
- Maintain appropriate level of control, fairness, and consistency in all game situations. Alleviate arguments and unsportsmanlike conduct before it gets out of hand. Maintain safe, fun, yet competitive game atmosphere.
- Resolve participant conflicts and disputes with tact and diplomacy.
- Assures proper maintenance of recreational facilities and equipment to ensure a safe and sanitary environment and notify immediate supervisor of any problems and/or concerns.
- Sets up and cleans up facilities.
- Receives, stores and issues sports equipment and supplies.
- Assist with pre- and post-game logistics and administrative functions. Assist in filling out any forms that are in need of completing.
- Conduct games in an efficient fashion in the allotted time and on the day scheduled.
- Maintain a positive relationship with staff, co-workers, participants, and spectators.
- Provides excellent and proficient customer service to both internal and external customers.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, weekends and holidays as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

### **Peripheral Duties:**

- Performs related duties as required.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- Prior officiating experience preferred.
- Prior experience in playing or coaching the sport(s) being officiated.

#### **Knowledge:**

Working knowledge of sports and sportsmanship; Sport specific rules and procedures; Safety rules and regulations; Facilities, equipment and materials utilized in sports programs being officiated.

#### **Skills:**

Skill in supervising participants and enforcing park, facility and safety rules; Making mathematical calculations and drawing logical conclusions; Providing basic first aid, CPR, AED; Following and maintaining safety standards, and identifying safety problems.

#### **Abilities:**

Act confidentially and make judgment based decisions quickly and accurately, particularly while facing adversity; Be fair and impartial in judgment; Properly manage time; Demonstrate patience, effective work, officiate relationships and respect when working with participants, spectators, co-workers and facility staff; Willingly accept constructive criticism; Handle emergency situations; Work a flexible schedule, depending on program needs, including evenings and weekends and shift assignments as programs needs change; Establish and maintain good public relations; Understand and follow

directions given by immediate supervisor; Understand and follow oral and written instructions and to communicate effectively orally and in writing; Participate in teamwork productively and establish and maintain effective working relationships with employees, supervisors, and the public; Interact and communicate diplomatically with the public and mediate or resolve disputes, problems, and complaints; Maintain regular attendance and recognize attendance as an essential function of this job to ensure continuity.

### **Special Requirements:**

- First Aid/CPR/AED certification
- Referee & Umpire Certification through an affiliated organization is recommended.

### **WORK ENVIRONMENT:**

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. - See Physical Demands Form

### **EXPECTED BEHAVIOR/QUALITY OF SERVICES:**

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

**Commitment** – Dedicate oneself to consistent and excellent public service.

**Innovation** – Implement unique, creative and cost-effective solutions.

**Communication** – Communicate in a positive, honest and productive manner.

**Integrity** – Adherence to high ethical standards.

**Diversity** – Promote inclusiveness and impartiality throughout the organization.

**Personal Responsibility** – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

**Respect** – Demonstrate a high regard for others, support each other.

**Teamwork** – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

**All City employees are expected to conduct themselves consistent and in support with the above values.**

### **SELECTION GUIDELINES:**

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

### **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

### **EMPLOYEE SIGN OFF:**

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek

reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_